

STATE OF HAWAII
Accounting Manual

Volume III
Part 300: Deductions from Gross Payroll

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SECTION 342: COTTAGE RENTAL

General Comments

Teachers assigned to schools in outlying districts, who rent cottages assigned by the Department of Education, may make one payroll assignment for cottage rental. Rental rates are established by the Hawaii Housing Authority of the Department of Social Services in consultation with the Department of Education and are subject to yearly reviews and changes.

Legal Provisions

Policies and regulations concerning cottage rental are recorded in Board Policy No. 2620, SCHOOL CODE, Policies and Regulations, State of Hawaii.

Forms

The STATE ACCOUNTING FORM D-60, SALARY ASSIGNMENT/CANCELLATION (SAForm D-60), is the form used to report a request for salary assignment or to change or cancel the amount assigned for cottage rental. Refer to Part 700, Appendix, for form illustrations and related instructions.

Procedures

The General Voluntary Deduction Procedures as presented in SECTION 340: VOLUNTARY DEDUCTIONS are followed in processing cottage rental assignments, changes, or cancellation of assignments.

Exceptions to the General Voluntary Deduction Procedures are as follows:

I. DEPARTMENT OF EDUCATION:

Preparation of the SAForm D-60.

A. Departmental personnel will assist employees in completing SAForm D-60 for submission to the Hawaii Housing Authority (HHA) on a daily basis. It must be noted, however, that forms for new or revised assignments must be routed through HHA to Central Payroll, DAGS, no later than the 1st work day of the month to be effective for that month.

B. For assignment cancellation, the SAForm D-60 should be submitted to the Hawaii Housing Authority on a daily basis in order for the forms to be rerouted to Central Payroll no later than the 3rd work day of the pay period to be effective for that period.

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Procedures (cont'd.)

II. HAWAII HOUSING AUTHORITY PROCEDURES.

Three copies of the form for cottage rental assignments and cancellations are received from the Department of Education on a daily basis and are processed through Central Payroll.

September 1, 1973